



DEPARTMENT OF MENTAL HEALTH



DEPARTMENT
OPERATING
REGULATION
NUMBER

DOR
6.120

DORN SCHUFFMAN, DEPARTMENT DIRECTOR

CHAPTER Human Resources	SUBCHAPTER Personnel Administration	EFFECTIVE DATE April 1, 2005	NUMBER OF PAGES 3	PAGE NUMBER 1 of 3
SUBJECT Layoffs		AUTHORITY Chapter 36 RSMo 1 CSR 20-3.070	HISTORY Reinstated, Eff. 7-16-01	
PERSON RESPONSIBLE Deputy Director, Office of Human Resources			SUNSET DATE July 1, 2008	

PURPOSE: Prescribes department procedures for layoffs

APPLICATION: Applies to the entire department.

(1) The Division of Personnel recognizes four divisions of service in the Department of Mental Health: Comprehensive Psychiatric Services (CPS Division); Mental Retardation and Developmental Disabilities (MR/DD Division); Alcohol and Drug Abuse (ADA Division); and the Office of Director.

(2) When a facility proposes to conduct a layoff, the facility shall obtain authorization from the director of the division in which it is located. The division will then notify the Office of Human Resources who will propose the layoff to the Office of Administration, Division of Personnel.

(3) Layoffs will be conducted by classification, geographic area defined as a facility, and division of service. In lieu of layoff, affected employees will be offered, if available:

(A) Demotions within the facility to positions in a lower class in which the employee previously held regular status. The granting of this option is determined by the service credit of the affected employees;

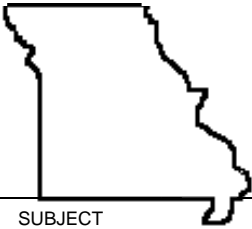
(B) Transfer within the facility to positions of the same class held by regular employees and reinstatement and re-employment probationary employees with less service credit;

(C) Transfer to positions of the same class in the same division of service held by probationary, emergency, provisional, or limited temporary employees;

(D) Transfer to existing vacant positions of the same class in the same division of service which are intended to be filled.

(4) The department facilities are:

- DMH-Office of the Director
- ADA Division-Administration
- CPS Division-Administration
- MR/DD Division Administration
- Southeast Missouri Mental Health Center
- Missouri Sexual Offender Treatment Center
- Fulton State Hospital
- Southwest Missouri Psychiatric Rehabilitation Center
- Northwest Missouri Psychiatric Rehabilitation Center
- St. Louis Psychiatric Rehabilitation Center
- Hawthorn Children's Psychiatric Hospital



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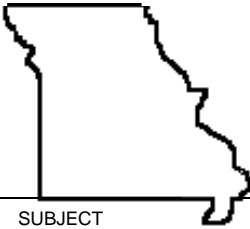
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Cottonwood Residential Treatment Center
Metropolitan St. Louis Mental Health Center
Mid-Missouri Mental Health Center
Western Missouri Mental Health Center
Higginsville Habilitation Center
Marshall Habilitation Center
Nevada Habilitation Center
Bellefontaine Habilitation Center
St. Louis Developmental Disabilities Treatment Centers
Southeast Missouri Residential Services
Albany Regional Center
Hannibal Regional Center
Joplin Regional Center
Kansas City Regional Center
Kirksville Regional Center
Poplar Bluff Regional Center
Rolla Regional Center
Sikeston Regional Center
Springfield Regional Center
St. Louis Regional Center
Central Missouri Regional Center

(5) When layoffs would result in the termination of employees with critical skills and cause undue disruption of agency operations and services, the facility may propose alternative procedures designed to minimize these disruptions. The facility and the Office of Human Resources will cooperate in developing these alternatives and making their proposal to the Personnel Advisory Board.

(6) Special layoff status may be established for employees working in classified positions of a limited duration. This status requires approval by the Personnel Advisory Board. In order to establish the special layoff status, the facility must submit a proposal to the Office of Human Resources containing information on the positions to be designated and a description of the program, including the probable termination date. The Office of Human Resources will then submit the proposal to the Personnel Advisory Board. Personnel Advisory Board approval must be obtained prior to appointing any person to a position designated as having special layoff status. Prior to any appointment to such a position, the employee must be informed in writing of the special layoff status.

(7) The Director of the Office of Human Resources will review and analyze any statutory, regulatory, or policy changes as they occur to determine their effect on the provisions of this Department Operating Regulation and will make changes as necessary.



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History. After having been rescinded on January 19, 1999, this DOR was reinstated on July 12, 2001. On July 1, 2004 the sunset date was extended to July 1, 2005. Amendment effective April 1, 2005.